

**CITY OF REDMOND
RESOLUTION NO. 1423**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF REDMOND, WASHINGTON, ADOPTING A GENERAL
RECORDS FEE SCHEDULE FOR THE CITY OF REDMOND

WHEREAS, Ordinance No. 1480 of the City of Redmond provides that all administrative fees will be set by Council resolution; and

WHEREAS, the City of Redmond Public Records Officers' Committee has met and reviewed the existing department fee schedules in order to extract general records charges from these schedules with the goal in mind of consolidating all general records fees into one location; and

WHEREAS, this general records fee schedule will be prominently displayed on the City's website for public reference and guidance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

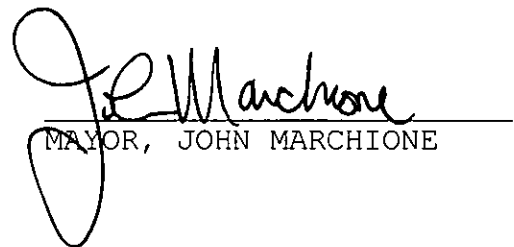
Section 1. Adoption of a Citywide General Records Fee Schedule. The citywide General Records Fee Schedule is hereby adopted through this resolution, as Exhibit A to the resolution.

Section 2. The cost of fees outlined in Exhibit A to this resolution are commensurate with statutory regulations and actual costs of supplies where applicable.

Section 3. Effective Date. This resolution, and the fee schedule adopted hereby, shall become effective immediately upon passage by the City Council.

ADOPTED by the Redmond City Council this 17th day of March, 2015.

APPROVED:


MAYOR, JOHN MARCHIONE

ATTEST:


MICHELLE M. HART, MMC, CITY CLERK

(SEAL)

FILED WITH THE CITY CLERK: March 3, 2015
PASSED BY THE CITY COUNCIL: March 17, 2015
RESOLUTION NO: 1423

YES: Allen, Carson, Flynn, Margeson, Myers, Shutz, Stilin

**CITY OF REDMOND
GENERAL RECORDS FEE SCHEDULE**

<u>Record Type</u>	<u>Fee/Charge</u>
Copies, standard/legal per page (RCW 42.56.120) (When coping is not outsourced) Letter (8.5 x 11), Legal (8.5 x 14), Ledger (17 x 22)	\$0.15
¹ Copies, standard/legal per page (WAC 44-14-070) when copying is outsourced	² Actual Cost
Non-standard-sized copied in-house on City equipment Prices are per page – Sizes are in inches.	
	Black & White Color
15 x 22	\$0.51 \$0.60
22 x 34	\$1.14 \$1.35
24 x 36	\$1.32 \$1.56
30 x 42	\$1.94 \$2.29
30 x 44	\$2.02 \$2.39
36 x 44	\$2.42 \$2.86
³ Non-standard-sized outsourced copying (WAC 44-14-070)	⁴ Actual Cost
⁵ Scanning Charge (WAC 44-14-070) (Per page/image scanned)	\$0.05
Tape Reproduction TDK Audio Cassette, Standard Size, 60 mins	\$2.49 ea

¹ The City reserves the right to outsource any copying job in excess of 50 pages, or which involves disassembling and reassembling significant numbers of files or documents in order to copy portions of said files or documents (Resolution No. 1101).

² Includes sales tax. (WAC 44-14-070)

³ The City reserves the right to outsource any copying job in excess of 50 pages, or which involves disassembling and reassembling significant numbers of files or documents in order to copy portions of said files or documents (Resolution No. 1101).

⁴ Includes sales tax. (WAC 44-14-070)

⁵ For paper copies that are scanned into electronic format.

CD/DVD Reproduction

If case report located, additional "Case Report/"
Pick-Up" fees apply

\$0.60

\$3.45

	PICK-UP	MAILED
CD or DVD*	\$0.20	\$0.20
Postage (CD/DVD only) or padded envelope with paper**	X	\$2.50
CD/DVD plastic holder – pack of 100 @ 26.99	\$0.29	\$0.29
Anti-static mailing envelope or large padded envelope***	X	\$0.47
Small manila envelope	\$0.09	X
Label	\$0.03	\$0.03
	\$0.61	\$3.49

* Postage varies from \$2.50 to \$2.69. For ease, we will charge \$2.50 for either type

* CD/DVD cost differs by \$0.13 For ease, we will charge the lesser fee, \$0.20

** Anti-static envelope \$0.98, padded envelope \$0.47 For ease, will charge \$0.47 for either one

Thumb Drive

8GB	\$7.55 ea
16GB	\$12.55 ea
32GB	\$25.45 ea
64GB	\$36.95 ea